



ALLAN DELA TORRE CARTAGENA

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OBJECTIVES

To be assigned to a job that would enhance my knowledge, skills in my chosen field by working with great sense of responsibility, dedication, and such whatever expertise training of skills.

SKILLS and ABILITIES

- Computer literate
- Self- Motivated and Capable to mix easily with different situation
- Hard working and honest
- Disciplined and Team worker
- Perform assigned task with grant responsibility
- Sincere and result oriented and good communication skills

WORK EXPERIENCE

Store Supervisor

October 2021 - Present

Partealist Japanese Seafoods
San Jose GMA Cavite, Philippines

Duties and Responsibilities:

- Manage retail staff, among which includes people working on the floor, and the cashiers
- Meet financial goals by analyzing variances; initiating corrective actions in preparing an annual budget; formulating pricing policies and scheduling expenditures
- The Stores Supervisor will oversee and direct the daily activities, schedules, and assignments of employees in storage, inventory, and distribution of materials and tools.
- Maintain inventory and ensure items are in stocks.
- Help, drive, motivate, and encourage retail sales staff to achieve sales targets
- Handle customer complaints, issues, and questions.
- Also assisting the preparation foods production inside the store.

Kitchen Helper

May 2017 – June 2019

Humyum Restaurant
Umh Sequim 1 Jumerah Road, UAE Dubai

Duties and Responsibilities:

- Preparing meal ingredients for the cook, which includes washing, peeling, cutting, and slicing ingredients.
- Assisting kitchen staff to unload food supplies from delivery truck.
- Properly washing and drying all dishes, utensils, cooking instruments and cutting boards.
- Neatly putting away all utensils cooking instruments, dishes, and cutting boards in their respective places.
- Packing take-out orders as needed.
- Removing garbage bags and washing garbage cans.
- Mopping and sweeping the kitchen areas as required.
- Storing ingredients and food items according to food safety standards.

Merchandiser

February 2015 – February 2017

Universal Robina Corporation, ASAP Agency
Policarpio St., Mandaluyong City, Metro Manila, Philippines
Outlet: Rustan's Supermarket Shangrila Mall

Merchandiser

July 2013 – December 2013

Grand Dragon Enterprises, Rational Merchandiser Concept Inc. Agency
San Francisco St., Mandaluyong City, Metro Manila, Philippines
Outlet: Market Market Supermarket Mall

WORK EXPERIENCE

Duties and Responsibilities:

- FIFO (First in First out The Product).
- Update stock inventory every month.
- Assist all the customers.
- Planning and developing merchandising strategies.
- Analyzing sales figures, customers reactions and market trends to anticipate product needs.
- Collaborating with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time scales.

Waiter

January 2007 – January 2009

Cusina ni Virginia Filipino Restaurant

Boni Ave., Mandaluyong City, Metro Manila, Philippines

Duties and Responsibilities:

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked (e.g about portions, ingredients, or potential allergies
- Prepare tables by setting up linens, silverwares, and glasses.
- Inform customers about the day's specials
- Offer menu recommendations upon request
- Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization.
- Communicate order details to the kitchen staff
- Provide excellent customer service to guests

EDUCATIONAL BACKGROUND

Bachelor Secondary Education Major in Computer Education

2009-2013

Rizal Technological University

Boni Ave., Mandaluyong City, Philippines

Electronic Technology

2003-2005

Systems Technology Institute College

Recto Ave., Quiapo, Manila City, Philippines

Claro M. Recto High School

2000-2001

2516 Legarda St, Sampaloc, Manila City, Philippines

Sto. Angel Elementary School

1991-1996

Sto. Angel, San Pablo, Laguna

I hereby certify that all the information stated in this document is true to the best of my knowledge.

Allan Dela Torre Cartagena